



Policy: 4008
Procedure: 4008.01
Chapter: Safety and Emergency
Procedures
Rule: Pandemic Event Protocol

Effective: 04/25/07
Replaces: 4007.12
Dated: 01/18/07

Purpose:

To ensure the safety and welfare of juveniles and employees, the Arizona Department of Juvenile Corrections (ADJC) establishes a procedure for pandemic preparation and response to pandemic events as identified by the Arizona Department of Emergency Management (ADEM) and the Arizona Department of Health Services (ADHS).

Rule:

1. **Interpandemic Alert Period and Pandemic Alert Period:**

- a. For the prevention of transmission of any infectious agent and to promote general facility and personal hygiene the **SECURE FACILITY SUPERINTENDENTS** shall ensure the following practices are used in any secure facility by all juveniles and employees and ensure the availability of adequate supplies. **ALL EMPLOYEES AND JUVENILES** shall participate in the following activities:
 - i. Hand washing:
 - (1) With antibacterial soap and water;
 - (2) Minimum duration of 20 seconds;
 - (3) Frequency:
 - (a) Upon entry into a facility;
 - (b) Upon entry into a housing, education, or health unit;
 - (c) Before meals;
 - (d) Handling food;
 - (e) After toileting;
 - (f) After participation in activities to include work (chores) and sports; and
 - (g) Other times as deemed appropriate.
 - (4) Hand sanitizing with commercially available antibacterial solution is acceptable in the above circumstances when hand washing is not feasible.
 - (a) **SUPERINTENDENTS** shall make available dispensers and antibacterial solutions at the appropriate locations if hand washing is not feasible.
 - ii. Utilization of general sick behavior etiquette:
 - (1) Respiratory hygiene/cough etiquette:
 - (a) Cough or sneeze into elbow (vampire cough), into the interior of clothing, or into facial tissue;
 - (b) Wearing surgical mask when sick with upper respiratory infection if symptoms include coughing or sneezing;
 - (2) When sick, avoid close contact (within three feet) with others;
 - (3) Avoid close contact (within three feet) with sick persons;
 - (4) Do not report to work when ill.
 - iii. General facility cleanliness and sanitation:
 - (1) Daily cleaning of surfaces that are touched regularly, for example, door knobs and frames, counter tops, tables, chairs, shared pens/pencils, etc.;
 - (2) Using a cleaning solution that has both cleaning and antimicrobial properties.
 - (a) In emergency situations when no other acceptable options are available, an alternative is washing with a detergent based solution followed by disinfection with 10% bleach and 90% water solution.
 - iv. Formal and informal education regarding the above shall be provided to juveniles and employees that includes but is not limited to:

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- (1) Posters supplied by Inspections and Investigations Homeland Security Intelligence Coordinator and approved by the Medical Director or his/her designee;
 - (2) Presentations during orientation for employees and juveniles;
 - (3) Individual/Group instruction by the Qualified Health Care Professional (QHCP) and/or education personnel.
- v. Promotion of immunization against infectious diseases.
 - (1) Encourage employees to participate in State-sponsored and other vaccination clinics;
 - (2) Vaccinations of Juveniles shall occur in accordance with Procedure 3055.01 Immunizations.
- b. The **MEDICAL DIRECTOR, SUPERINTENDENT, OR DESIGNEE** shall ensure Standard, Universal and Droplet precautions as outlined by the US Department of Health and Human Services, Centers for Disease Control and Prevention www.cdc.gov are used by all employees and juveniles throughout ADJC secure facilities in accordance with Form 3050A Universal, Standard, And Droplet Precautions.
- c. **MEDICAL DIRECTOR OR DESIGNEE** shall ensure that:
 - i. Each health unit has sufficient medical supplies to assist in the prevention and symptomatic treatment of any pandemic event.
 - ii. Emergency medical supplies are:
 - (1) Properly stored within the health units in a secure designated area;
 - (2) Inventoried on a monthly basis;
 - (3) Rotated as necessary to preserve freshness/function.
 - iii. A reporting system is in place for informing ADJC medical providers and the Medical Director of any possible clustering of patient symptoms that could indicate an infectious outbreak:
 - (1) **ADJC MEDICAL PROVIDERS** may initiate confirmatory laboratory evaluations to ascertain if a infectious agent is responsible for the juveniles' symptoms;
 - (2) The **QHCP** shall notify the appropriate public health authorities of positive confirmatory test results;
 - (3) The **QHCP** shall initiate the appropriate infection control measures when an outbreak is suspected or confirmed.
- d. The **FACILITIES SUPERINTENDENT OR DESIGNEE IN CONJUNCTION WITH THE HOMELAND SECURITY INTELLIGENCE COORDINATOR** shall ensure:
 - i. Adequate emergency supplies are maintained for both employees and juveniles in a pandemic event to include but not limited to:
 - (1) Non-perishable food;
 - (2) Drinking water;
 - (3) Electrolyte replacement supplies in accordance with World Health Organization protocols www.who.org;
 - (4) Facial tissue;
 - (5) Surgical masks;
 - (6) Toilet paper;
 - (7) Paper towels;
 - (8) Biohazard bags;
 - (9) Trash bags;
 - (10) Anti-bacterial soap;
 - (11) Anti-bacterial hand sanitizing agents;
 - (12) Cleaning solution(s) with both cleaning and antimicrobial properties;
 - (13) Other supplies as deemed necessary.
 - ii. Emergency supplies are stored in a secure ventilated area;
 - iii. Emergency supplies are inventoried on a monthly basis; and
 - iv. Emergency supplies are rotated as necessary to preserve freshness/function.

2. **Pandemic Period**

- a. **SUPERINTENDENTS, MEDICAL DIRECTOR, AND DESIGNEES** shall maintain the above Interpandemic and Pandemic Alert Period standards at a minimum;
- b. The **ADJC MEDICAL DIRECTOR OR DESIGNEE** may:
 - i. Initiate screening for signs and symptoms of all personnel, juveniles, and visitors entering any ADJC secure facility.
 - (1) Screening Criteria shall be developed utilizing current pandemic signs and symptoms.
 - ii. Refuse entry to persons experiencing signs of infection.
 - (1) Regarding entry of infectious juveniles see [ARS §8-342](#).
 - iii. Require symptomatic individuals who are granted access to wear surgical masks and adhere to other infection control requirements.
- c. The **ADJC MEDICAL DIRECTOR OR DESIGNEE** shall:
 - i. Initiate a tracking system to follow patients with a new diagnosis of infection with the pandemic agent and follow patients in isolation and quarantine;
 - ii. Perform patient triage as indicated;
 - iii. Initiate separate patient waiting and treatment areas when feasible;
 - iv. Temporarily modify or suspend medical policies and procedures as needed to address the pandemic event;
 - v. Designate non-medical personnel to administer medications and treatment, if necessary;
 - vi. Direct the assessment and distribution of medications and medical supplies as deemed appropriate;
 - vii. Designate isolation, quarantine, and morgue areas, as needed;
 - viii. Recognize that the Department Of Homeland Security For Arizona (DHSA):
 - (1) Is the responsible agency in accordance with State Emergency Response and Recovery Plan (SERRP);
 - (2) Coordinates statewide activities through ADEM, ADHS, and other appropriate agencies.
 - ix. Work in conjunction with ADHS and other appropriate agencies for emergency management in response to the successive stages of a pandemic event;
 - x. Recognize the Arizona Influenza Pandemic Response Plan
http://www.azdhs.gov/pandemicflu/pdf/az_influenza_pandemic_response_plan.pdf
 - xi. Provide the necessary level of response efforts as practicable.
 - xii. Advise the ADJC Director or designee of the following:
 - (1) Isolation/quarantine of the affected population to include:
 - (a) Containment measures including:
 - (i) Containment boundaries;
 - (ii) Need for appropriate environmental adjustments to include but not limited to:
 - 1. All windows, doors, fans and heating/air conditioning systems and any other opening to the outside can be closed and secured if directed to prevent air exchange.
 - (2) Ordering, distributing, and rationing food supplies and dietary supplements;
 - (3) Health and safety issues;
 - (4) Emergency release of personnel and juveniles; and
 - (5) Other issues as appropriate.
- d. The **ADJC DIRECTOR, DEPUTY DIRECTOR, MEDICAL DIRECTOR, SUPERINTENDENT, AND SECURITY OFFICER-IN-CHARGE** shall be responsible for the internal operations and the activation of the appropriate level of response for a pandemic event for each affected secure facility;
- e. The **ADJC DIRECTOR, DEPUTY DIRECTOR, SECURE FACILITY SUPERINTENDENT, SECURITY OFFICER-IN-CHARGE, AND/OR DESIGNEE WHO ASSUMES THE POSITION OF INCIDENT COMMANDER** shall be responsible for the expanded internal

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level of response and the organization of employees in accordance with Procedure 4007.07 Incident Management System to include:

- i. Managing incident response functions;
 - ii. Declaring a lockdown, where normal programming ceases in accordance with Procedure 4007.06 Lockdown (Secure Confinement) Limitations;
 - iii. Requiring employees to function outside of their normal area of expertise as needed in accordance with Arizona Department of Administration Labor Regulations and U.S. Department of Labor-Fair Labor Standards Act (FLSA);
 - iv. Ensuring the escalated level of response structure develops at a pace which stays ahead of the tactical deployment of personnel and resources;
 - v. Ensuring adequate personnel resources in accordance with Procedure 4002.05 Staffing Ratios to include activation of an employee recall as available in accordance with Procedure 4007.11 Employee Emergency Recall for Secure Facilities; and
 - vi. Not permitting any person to:
 - (1) Respond to a crisis situation unless instructed to do so; or
 - (2) Enter any secure facility if exhibiting any type of flu symptoms as stated above.
- f. The **DIRECTOR, DEPUTY DIRECTOR, SECURE FACILITY SUPERINTENDENT, AND/OR DESIGNEE** shall ensure:
- i. Appropriate levels of communication are established with the family members of affected employees and juveniles.

3. Post Pandemic Period:

- a. In coordination with ADHS, the **DIRECTOR, DEPUTY DIRECTOR, SUPERINTENDENTS, MEDICAL DIRECTOR, AND DESIGNEES** shall return to the Interpandemic Period standards.
- b. The **SECURE FACILITY SUPERINTENDENT, AND/OR DESIGNEE** in consultation with the Medical Director shall:
 - i. Arrange for debriefing to gather pertinent information that may be applied to future emergency response efforts.
 - ii. Complete an After Action Report to include:
 - (1) Review incident;
 - (2) Event analysis;
 - (3) Identify areas in need of improvement;
 - (4) Create a corrective action plan for future events to be used in the revision of this pandemic event protocol.
- c. The **SECURE FACILITY SUPERINTENDENT, MEDICAL DIRECTOR AND/OR DESIGNEES AND OTHER DESIGNATED PERSONNEL** shall convene to review the After Action Reports and corrective action plans in order to revise this pandemic protocol if necessary.

Effective Date:	Approved by Process Owner:	Review Date:	Reviewed By:
04/16/2007	John Dempsey		